

ASTON PROGRAMME FOR SMALL BUSINESS GROWTH

APPLICATION FORM

The Aston Programme for Small Business Growth is fully funded jointly by Aston University and the European Regional Development Fund (ERDF). If selected to participate on the programme you will be required to complete evaluation and impact surveys during and after the programme and you will be required to provide evidence of jobs created as a result of completing the programme. Places on the programme are limited.

If you have any queries contact: centreforgrowth@aston.ac.uk or call **0121 204 3225**

Please complete this form and submit to centreforgrowth@aston.ac.uk

1 APPLICANT DETAILS

CONFIDENTIAL

1.1 Last name: _____ 1.2 First name: _____ 1.3
Female Male

1.4 Work phone: _____ 1.5 Mobile phone: _____ 1.6 Email address: _____

1.7 If you are a non-EEA (European Economic Area) passport holder, please detail your right to work in the UK (i.e. Visa Type; Visa Expiration Date):

1.8 Home address:

1.9 Postcode: _____

1.10 How long have you lived at this address? _____

2 BUSINESS DETAILS

2.1 Business trading name:

2.2 Business legal name (if different):

2.3 Business website address:

2.4 Business operational base (address):

Postcode:

2.5 Which LEP Region is your operational base?

Black Country

Greater Birmingham and Solihull

Coventry and Warwickshire

Other (specify):

ONLY BUSINESSES LOCATED IN THE BLACK COUNTRY, COVENTRY AND WARWICKSHIRE OR GREATER BIRMINGHAM AND SOLIHULL LEP REGIONS ARE ELIGIBLE FOR THIS PROGRAMME. IF YOU ARE OUTSIDE THESE REGIONS PLEASE CALL **0121 204 3225** TO FIND OUT ABOUT OTHER PROGRAMMES.

2.6 Business's legal status – please select all that apply

Private Limited Company

Limited by shares

Partnership

Limited by guarantee

Community Interest Company

Has charitable status

Sole Trader

Other (specify):

2.7 Is the business a social enterprise?

Yes

No

2.8 Company ID/Registration Number:

2.9 Company Tax/VAT Number:

2.10 In which industry sector does the business operate?

Please choose only one category.

Manufacturing

Waste management and remediation

Construction

Wholesale

Food service activities

Transport and storage

Information and communication

Financial and insurance activities

Professional, scientific and technical activities

Administrative and support service activities

Education

Human health and social work activities

Arts, entertainment and recreation

Other (specify):

NB: IF YOU ARE IN THE **AGRICULTURAL** OR **RETAIL** SECTORS, YOU ARE NOT ELIGIBLE FOR THIS PROGRAMME. PLEASE CONTACT **0121 204 3225** TO FIND OUT ABOUT OTHER PROGRAMMES.

2.11 Does the business require any professional licences in order to carry on its business lawfully?

Yes

No

2.12 If yes, please list these and state whether they are in good standing:

LICENCE	ISSUER	IN GOOD STANDING	COMMENTS

3 OWNERSHIP

3.1 In which year was the business founded?

3.2 Did you found the business?

Yes, I founded the business myself

Yes, I founded the business jointly with other founders

No, I did not found the business

3.3 For how long has the business been trading?

IF YOU HAVE BEEN TRADING FOR LESS THAN 12 MONTHS
YOU ARE NOT ELIGIBLE FOR THIS PROGRAMME

3.4 If you did not found the business, in which year did you become the owner (or co-owner)
and/or the most senior decision-maker of the business?

3.5 Your position in the business:

3.6 What is your percentage stake in the business
(if the business is limited by shares)?

_____ %

3.7 Is the business jointly owned by you and one or more family members?

Yes

No

3.8 Do you have other directors/shareholders in the business?

Please list them here

Directors

Blank area for listing directors.

Shareholders

Blank area for listing shareholders.

4 BUSINESS ACTIVITIES

NB: THE ANSWER BOXES IN THIS SECTION HAVE A MAXIMUM SIZE OF 1,000 CHARACTERS.

4.1 What does your business do?

4.2 Tell us about your customers – who buys your products/services, and how large is your customer base?

4.3 How would you like to grow your business over the next few years and what are the opportunities that will enable you to grow?

4.4 Why would you like to participate in the Aston Programme for Small Business Growth?

4.5 How did you hear about the Aston Programme for Small Business Growth?

4.6 Have you or anybody else from the same business applied for this programme before?

5 BUSINESS SIZE

5.1 Please tell us about your turnover for the last two years and your estimate for the current year:

	CURRENT FINANCIAL YEAR FORECAST	MOST RECENT COMPLETED FINANCIAL YEAR	PREVIOUS FINANCIAL YEAR
5.1.1 Total Turnover			
Total Turnover, £			
5.1.2 Breakdown of Turnover			
Trading Income, £			
Grant income, £ (if applicable)			
Other Income, £			
5.1.3 Profit			
Gross profit, £			
Net profit, £			

IF YOU ARE SHORTLISTED FOR INTERVIEW YOU WILL BE ASKED TO PROVIDE YOUR LAST AUDITED ACCOUNTS AND CURRENT MANAGEMENT ACCOUNTS.

5.2 How many employees does your business have, including owners, partners, and other Directors (not including non-executive Directors)?

FULL TIME EMPLOYEES	PART TIME EMPLOYEES	TEMPORARY AND CASUAL STAFF, INCLUDING FREELANCERS

6 DE MINIMIS DECLARATION

6.1 This ERDF funded programme offers assistance under the European Commission's De Minimis Regulation. This allows a company to receive up to 200,000 Euros of public aid over a rolling three-year period. To confirm that you are able to receive assistance and complete the programme you must declare the full amount of any support you or any associated sister/parent company has received over the last 36 months.

6.1 Has the company received grants, consultancy support or state aid in the last 36 months?

Yes No

If YES, please provide further details below:

NAME OF ACTIVITY/ PROGRAMME/ FUNDING AND PURPOSE	DATE OF ACTIVITY/ PROGRAMME/ FUNDING	NAME OF PROVIDER	VALUE OF AID IN POUNDS AND EUROS AS SUPPLIED BY THE PROVIDER AT THE TIME OF THE AID	WAS IT PROVIDED UNDER A DE MINIMIS SCHEME, BLOCK EXEMPTION (GBER) OR OTHER SUPPORT?

7 SME DECLARATION

Do you employ fewer than 250 people?

Yes No

Is your annual turnover less than 50 million Euros?

Yes No

Is your balance sheet total less than 43 million Euros?

Yes No

All data must be related to the last approved accounting period and calculated on an annual basis. In the case of newly-established enterprises whose accounts have not been approved, the data to apply shall be derived from a reliable estimate in the course of the financial year.

8 ELIGIBILITY CHECKLIST

Yes No

The business has an operational base in one or more of the following LEP Regions:

Black Country, Coventry and Warwickshire, Greater Birmingham and Solihull

I am committed to growing the business significantly over the next few years

I am willing to commit to attending all of the workshops myself in order to complete the programme

I am the most senior decision-maker in the business

The business serves as my primary occupation

The business is currently trading (evidence can be provided) and has been trading for at least 12 months

I have completed all sections of the application form including DE Minimis State Aid and the SME declaration

I am willing to attend a short interview if I am shortlisted to participate

If I am selected to participate, I am willing to complete evaluation and impact surveys during and after the programme and provide evidence of jobs created as a result of completing the programme.

If short listed for interview, I agree to provide audited financial accounts and current management accounts

8.2 Please use this space for any other information relevant to your application that you would like to provide.
(Max. 2,500 characters)

9 DATA PROTECTION

The details you provide on this form and subsequently provided to the Project will be used in connection with services relating to the Project and Aston University. Your details will be shared within Aston University and you may be contacted by Aston University colleagues in order to alert you to other suitable Aston Opportunities.

The Project will input the information you provide onto a computer system and also a paper record for statistical and research purposes and to meet the requirements of the funding organisation. It will be available to University Project and Finance staff involved in the management of the Programme including any external auditors appointed by Project staff, Department for Communities and Local Government (DCLG) and its auditors, and auditors appointed by the European Commission.

We must protect the public funds we handle and so may use the information you have provided on this form to detect any irregularities. We may also share the information, for the same purposes, with other organisations that handle public funds. To ensure the continuous improvement of our services, we may contact you in the future for your comments about the Programme.

You agree that your personal information may be used for evaluation purposes and to participate in any evaluation exercise carried out by the Funding Agency or an external consultant.

You agree to be registered on your relevant Growth Hub Customer Relationship Management System and understand that they will only share your data with relevant business providers they deem suitable to you and the Department for Business, Energy & Industrial Strategy (BEIS) and the Department for Communities and Local Government DCLG).

By signing this application form you are consenting for us to use the data as described above. You may change your mind, and withdraw your consent at any point. In order to do this please email centreforgrowth@aston.ac.uk

If you do not consent to us sharing your information with Aston University colleagues and the Growth Hub, please tick here

10 AGREEMENT

I confirm that all information contained within this document is true to the best of my knowledge.

I understand that if I am shortlisted, I will be required to provide audited financial statements, annual reports, and current management accounts. Please tick here to confirm

IF SHORT LISTED YOU WILL BE ASKED TO SIGN THIS APPLICATION FORM AT INTERVIEW.

Signature

Date

IF YOU HAVE ANY QUERIES, PLEASE CONTACT CENTREFORGROWTH@ASTON.AC.UK
OR PHONE **0121 204 3225**

This programme is part funded by the European Regional Development Fund.

Thank you for completing this application form for the Aston Programme for Small Business Growth.
Please complete the monitoring form and submit it to: centreforgrowth@aston.ac.uk

MONITORING FORM

The European Union, which is part funding this Programme, requires evidence that the Programme activities are open to all. The information requested is provided on a confidential basis and will not be used as part of the shortlisting process. It will only be revealed in aggregate form. The exception to this is in relation to Programme auditors who will be able to view all the Programme administration records.

Gender: Male Female Prefer not to say

Date of Birth: _____ Prefer not to say

Nationality: _____ Prefer not to say

How would you describe your ethnic origin? Prefer not to say

White

British Irish Other white background

Please specify: _____

Black or Black British

Caribbean African Other black background

Please specify: _____

Mixed

White and black Caribbean White and black African White and Asian Other mixed background

Please specify: _____

Asian or Asian British

Indian Pakistani Bangladeshi Other mixed background

Please specify: _____

Other Ethnic Groups

Chinese Other ethnic groups Not stated

Please specify: _____

DISABILITY IS DEFINED BY THE DISABILITY DISCRIMINATION ACT AS "A PHYSICAL OR MENTAL IMPAIRMENT, WHICH HAS A SUBSTANTIAL AND LONG-TERM ADVERSE EFFECT ON A PERSON'S ABILITY TO CARRY OUT NORMAL DAY-TO-DAY ACTIVITIES. THE DISABILITY COULD BE PHYSICAL, SENSORY OR MENTAL AND MUST BE EXPECTED TO LAST AT LEAST 12 MONTHS.

Are you a disabled person as defined by the Disability Discrimination Act?

Yes No Prefer not to say

